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Subject ALL EMPLOYEE MESSAGE DC - Transit Media Distribution  
Schedule and Temporary Closing of Department of  
Transportation (DOT), Transit Benefit Office

(Note to Supervisors: Please ensure that employees without access to e-mail receive a paper copy of this message.)

Memorandum

To: All Employees in the Washington Metropolitan Area (WMA)

From: Paul M. Cyr, Chief  
Division of Facilities Management Services

Subject: Transit Media Distribution Schedule and Temporary Closing of Department of  
Transportation (DOT), Transit Benefit Office

The next quarterly distribution for transit media in the WMA is **Wednesday, September 14, 2005**, per the schedule outlined below. This quarterly distribution is for the months of October, November and December 2005.

Because the quarterly media distribution and make-up day for the upcoming months of October, November and December, 2005, are scheduled for September 14 and September 21, respectively, the impact of the temporary closure on Department of the Interior employees should be minimal. However, employees who miss both the quarterly distribution and make-up dates, and new enrollees who have not yet picked up Metrochecks, should plan to do so prior to September 23, 2005.

**SPECIAL NOTICE:** Temporary Closing of DOT, Transit Benefit Office - The National Business Center has been notified by DOT that, due to fiscal year close-out activities, the DOT Transit Benefit Office, located at 400 7th Street, SW, Plaza Level in Room 206, Washington, DC, will be closed from September 23 through September 30, 2005. Metrochecks will not be distributed during this time. The DOT Transit Benefit Office will re-open for regular business hours from 8:30 a.m. until 4:00 p.m. on Monday, October 3, 2005.

Building Name	Address	Distribution Location	Time(s)
Main Interior Building	1849 C Street, NW Washington, DC 20240	Cafeteria - North Side	8:30am - 3:30pm
L Street	1620 L Street, NW Washington, DC 20036	Director's Conference Room Suite 700	8:30am - Noon
Eye Street	1201 Eye Street, NW Washington, DC	2nd Floor Training Room 63	9:00am - 3:00pm
Arlington Square	4401 N. Fairfax Dr. Arlington, VA 22203	Room 205	9:00am - Noon
J.W. Powell Building	12201 Sunrise Valley Dr. Reston, VA 22092	Cafeteria	2:00pm - 3:30pm

When retrieving your transit media, you must present your Departmental Identification Card to the DOT agent and sign a Transit Benefit Certification form.

If you miss the distribution date, you have three options:

- 1) You may acquire and complete the "Authorization for Third Party Pick-Up of Transit Subsidy" form, available in room 1210-Main Interior Building (MIB).
- 2) You may come to the **make-up day which is scheduled for Wednesday, September 21, 2005**, from 11:00 a.m. to 2:00 p.m. in the MIB cafeteria.
- 3) You may go directly to DOT headquarters building located at 400 7th Street, SW, Plaza Level in Room 206, from 8:30 a.m. until 4:00 p.m., Monday through Friday on government workdays.

**NEW ENROLLEES:** You may apply for the benefit any time during the year. To obtain an enrollment form and/or get additional information about the program, visit the Office of Financial Management web site at <http://www.doi.gov/pfm/subsidy.html> or contact your bureau or office coordinator. Enrollment generally takes five working days from DOT's receipt of your application. If your enrollment does not coincide with the quarterly distribution, employees will be able to pick-up transit media from DOT.

Below you will find the quarterly distribution schedule and make-up dates for the remainder of 2005:

Primary Distribution Date	Make-up Distribution Date	Quarter (Months)
September 14, 2005	September 21, 2005	October, November and December 2005
December 14, 2005	December 21, 2005	January, February and March 2006

Following is a list of Bureau and Office Transportation Subsidy Coordinators. Please contact your coordinator, or the NBC, Division of Facilities Management Services, on (202) 208-7182, if you have questions.

LLM	Renee Roberts	202-452-5178
LMS	Elsie Baker	703-787-1233
LSM	Randy Gorman	202-208-2689
WBR	Jeannette Coleman	202-513-0520
WGS	Shelby Montgomery	703-648-7307
FNP	Paula Platz	202-354-1979
FWS	Kimm Slayton	703-358-2121
BIA	Matt Cravatt	202-208-3644
SOL	Colette Clark	202-208-6505
OIG	Delores Miller	202-208-5045
OS/NBC	Vacant	202-208-7182